



Position Title: **Friendship Center Coordinator-Substitute, Part-time**  
(Approximately 12 – ½ hours per week)

Department: **Congregate**

**Posting Deadline: 1/6/14**

Minimum Starting Salary: \$8.49/hr.

Senior Services of Southwest Michigan is seeking to fill a part-time, on-call Friendship Center Coordinator position. This position will be responsible to fill in for the regular coordinator by performing the daily activities of a congregate senior meal site (Friendship Center). Our meal sites provide our guests with both nutritional and social programs. You'll have fun planning and executing activities and special events to promote socialization, excitement and overall appeal of the meal site. The hours for this position are from (approximately) 10:30 a.m. – 1:00 p.m. with a possibility of working every day, Monday through Friday.

This customer service focused position will provide a high level of hospitality and service to guests, particularly those who are new to the meal site. Set up meals, serve meals to clients, and clean up meal site on time. Responsible for submitting all required paperwork completely, accurately and on time. Ensure monies and food stamp receipts are handled in accordance with established procedures, including preparation of accurate and timely deposits. Coordinate with the Congregate Program Manager in planning and implementing education and outreach programs.

Must have the ability to work well independently and as a part of a productive team. Ability to perform simple math functions and gather data/information and complete a variety of documents accurately and on time. Strong customer service behaviors and an ability to work effectively with older adults who may have diminished vision, hearing, mobility or other limitations. Previous hospitality experience in a dining environment a big plus!

Apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services-Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; or fax a resume to: 269-382-3189; or email your resume to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (**no phone calls, please**).

Senior Services-Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services-Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction.